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REMARKS

#1 - ACTION

PLEASE PREPARE RESPONSE FOR THE DDA'S

SIGNATURE.

SUSPENSE: 26 SEPTEMBER 1986

MAIL ROOM

70-1

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) HENRY P. MAHONEY	Room No.—Bldg. ADDA
	Phone No.

5041-102

* U.S.G.P.O. 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

STAT

(For [redacted] (D/OIS' secretary), the attached has been reviewed by D/OIS who feels a written response is not necessary in this case. OIS will telephone Joyce Sept. 19'86



Information Security Oversight Office
Washington, DC 20405

86-1435A

August 12, 1986

Dear Mr. Donnelly:

On January 23, 1986, I requested your views on a Department of Justice suggestion concerning the issuance of jackets and self-adhesive labels as standard forms for use on diskettes containing classified information.

Based on the responses we received, we have decided to proceed as follows:

SUGGESTION 1: STANDARDIZE JACKETS FOR CLASSIFIED DISKETTES

We have decided against standardizing jackets for classified diskettes. Jackets would have to be issued in at least three sizes (3½ inches, 5½ inches, and 8 inches) to accommodate the principal diskette sizes now in use. Rapid technology changes may create a need for additional sizes. Further, standardizing jackets for classified diskettes does not address the needs of other storage media such as reel tapes, cassette tapes, cartridge disks, or microforms. Under these conditions it would be very difficult to justify the effort and the cost of standardization.

SUGGESTION 2: STANDARDIZE LABELS FOR USE ON CLASSIFIED DISKETTES

We propose to standardize labels for use on diskettes and other removable storage media. Most of the agencies we surveyed consider labels essential to the protection of classified information recorded on ADP media and see a need to expand their use. Nonremovable labels affixed to ADP storage media offer one of the most effective means of identifying and protecting classified information. Labels enhance the protection of diskettes and other removable storage media by facilitating their control and interagency exchange.

Other factors also recommend standardization. A significant number of agencies have been using labels for some time. These have been produced by the agency itself or obtained from commercial sources. This has created a situation similar to that existing prior to the issuance of the standardized cover sheets: the labels vary significantly in color and design, and their use, although widespread, is certainly not universal. Standardization

would bring uniformity and consistency as well as foster the increased use of labels. The versatility of labels also favors standardization; they can be used on all types of removable ADP storage media as well as on other media, such as micrographics material. Finally, we have learned that printed labels are fairly inexpensive. We have received an informal estimate placing the unit cost of labels as low as 10 cents.

We enclose draft designs of classification level-specific labels. These labels are in colors matching the Information Security Oversight Office (ISOO) cover sheets for shielding classified information. We also propose standardizing three other labels: (1) a generic "CLASSIFIED" label; (2) an "UNCLASSIFIED" label; and (3) a "Data Descriptor" label. Standardization of the generic label would satisfy a need that arises when processing classified information in ADP systems. Persons using word processing software to draft documents, for example, may be unable to determine the correct level of classification because that decision is the responsibility of an authorized classifier. The generic "CLASSIFIED" label could be used to provide protection for the recording medium until the classifier could provide a more accurate classification. The classifier could apply the more specific classification by placing a second label over the generic one. At least three labels can be stacked up on a diskette without interfering with system functions.

We also propose standardizing an "UNCLASSIFIED" label to meet the needs of a mixed environment. The enclosed sample "UNCLASSIFIED" label is small enough so that it can be wholly covered by a generic or a classification level-specific label. Lastly, we propose to standardize a "Data Descriptor" label as an option available to agencies that maintain special access programs.

The directions on the labels are self-explanatory except for the one prohibiting the downgrading of classified ADP storage media. Since previously classified storage media cannot be considered completely sanitized, the intelligence community prohibits downgrading.

We obtained the basic design of the labels from the Intelligence Information Handling Committee Staff, which has been involved in developing standards for labels for classified ADP storage media for the intelligence community. The Staff has been very helpful in sharing their designs and expertise with ISOO. Use of their basic design has saved ISOO considerable work. Their expertise has also helped ISOO produce a better product than would otherwise have been the case.

We would like to have your comments on the proposed labels either in writing or by phone no later than September 30, 1986. Calls should be directed either to Ethel R. Theis or Laura L. S. Kimberly at 535-7251.

Sincerely,

A handwritten signature in cursive script, reading "Steven Garfinkel".

Steven Garfinkel
Director

Mr. William F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Enclosure

Classification: _____
Compartments/Codewords: _____
Dissemination Control: _____
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Office: _____ Content: () Data () Program
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This medium is
CLASSIFIED

Individuals handling this medium must protect it from unauthorized disclosure in accordance with applicable Executive orders, statutes, and agency implementing regulations.

Do not downgrade this medium.
Do not remove this label.

This medium is
CONFIDENTIAL

Individuals handling this medium must protect it from unauthorized disclosure in accordance with applicable Executive orders, statutes, and agency implementing regulations.

Do not downgrade this medium.
Do not remove this label.

This medium is
SECRET

Individuals handling this medium must protect it from unauthorized disclosure in accordance with applicable Executive orders, statutes, and agency implementing regulations.

Do not downgrade this medium.
Do not remove this label.

This medium is
TOP SECRET

Individuals handling this medium must protect it from unauthorized disclosure in accordance with applicable Executive orders, statutes, and agency implementing regulations.

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Enclosure